



DEPARTMENT OF THE NAVY

U.S. NAVAL SUPPORT ACTIVITY
PSC 817 BOX 1
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NAVSUPPACT NAPLES INST 4050.6D
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9 JUL 1998

NAVSUPPACT NAPLES INSTRUCTION 4050.6D

From: Commanding Officer, U.S. Naval Support Activity, Naples, Italy

Subj: SHIPMENT AND STORAGE OF PERSONAL PROPERTY (HOUSEHOLD GOODS (HHG), UNACCOMPANIED BAGGAGE, MOBILE HOMES AND PRIVATELY OWNED VEHICLES (POVs))

Ref: (a) JFTR, Volume I, Chapters 4 and 5
(b) JTR, Volume II, Chapters 2, 6, 8, 10 and 11
(c) DoD 4500.34-R
(d) DoD 5030.49-R
(e) NAVSUPPACT NAPLES INST 4050.5G
(f) JAGINST 5890.1

1. Purpose. To establish guidelines and provide information concerning the shipment and storage of personal property.

2. Cancellation. NAVSUPPACT NAPLES INST 4050.6C.

3. Scope. The basic entitlements for the shipment of personal property at government expense are contained in references (a) and (b), and in individual service regulations. Reference (c) establishes standard and special procedures concerning the movement and storage of personal property for all Department of Defense (DoD) military and civilian personnel. Reference (d) outlines U.S. customs and other U.S. border clearance agency requirements and related laws which authorize the duty-free entry of personal property shipments into the customs territory of the United States for DoD personnel. Reference (e) provides specific instructions concerning the shipment of POVs from Naples, Italy. Reference (f) amplifies the claims process.

4. Responsibilities. The Personal Property Shipping Office, Material Division, Supply Department, U.S. Naval Support Activity, Naples, Italy, has multi-service responsibility for the movement and storage of personal property for DoD military and civilian personnel at military installations south of Rome, i.e., Gaeta, Latina, Naples, and San Vito.

5. General. Requests for shipment or storage of personal property at government expense will be submitted by the military member, DoD civilian, or their designated agent, through the Application for Shipment and/or Storage of Personal Property (DD Form 1299). A separate DD Form 1299 is required for each shipment or storage portion of the member's personal property, i.e., HHG shipment, non-temporary storage, or unaccompanied baggage shipment. For all shipments destined to the customs territory of the United States, the

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U.S. Customs Declaration for Personal Property Shipments form (DD Form 1252) must be initiated at the time of application (reference (d) is applicable). The application and shipment of a POV is made using the Private Vehicle Shipping Document (DD Form 788) which is initiated at the time of turn-in (reference (e) is applicable). In support of each application, the member must furnish seven copies of orders or other authority for shipment or storage. The following written instruments or authority may be used in lieu of permanent change of station (PCS) orders for the express purpose of shipping or storing personal property:

a. Official Notification of Pending Orders. For military members only, notification in the form of a certificate-of-intent to issue orders may be used to request shipment or storage of HHG prior to receipt of official PCS orders. A statement of understanding, as required by reference (a), is applicable. For U.S. Navy personnel, the certificate must be issued by the Bureau of Naval Personnel.

b. Dependent Travel Certificate/Advance Return of Dependent Certificate. These certificates may be used under the provisions of references (a) and (b) when the member's commanding officer authorizes the return of one or more of the member's dependents and the shipment or storage of HHG.

c. Report of Casualty (DD Form 1300). This form may be used by the dependent, next of kin, or legal heir to support a request for shipment or storage of the deceased member's personal property under the conditions specified in references (a) and (b).

6. Action. Advance planning is critical, especially during the peak shipping period from 1 May through 1 September.

a. Unit commanders, administrative officers, and assistants are urged to ensure command personnel receive their orders in a timely manner and advise each member to contact the Personal Property Shipping Office as soon as possible to schedule an appointment for movement of personal property.

b. Personal Property Shipping Office hours for counseling, interviewing, and scheduling the packing and pickup of household goods, unaccompanied baggage, and POV turn-in are from 0800-1600 each working day. Counseling and interviewing of applicants for shipment or storage of personal property is conducted by appointment only, unless an emergency situation dictates otherwise.

c. During the period 2 September through 30 April, five working days are required from the date of application until the pickup of personal property at the residence. During the peak shipping period, 1 May through 1 September, ten working days are required. Advance notice requirements for bonafied emergency situations are waived on a case-by-case basis. In any event, as much lead time as possible must be provided. When planning the pickup date for household goods or unaccompanied baggage shipment and POV turn-in, personnel must take into consideration the average transit time from Naples to the new destination (60-65 days to the east coast for household goods and

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POV, with 30-35 days for unaccompanied baggage; 70-75 days to the west coast for household goods and POV, with 36-40 days for unaccompanied baggage).

d. When applying for shipment or storage of personal property, military members, DoD civilian employees, authorized dependents or other representatives are requested not to bring children under 10 years old to the counseling or interview session. This will expedite processing and permit maximum attention to customer service.

7. Claims. In the event loss or damage is sustained to a shipment of personal property during transit to Naples, claims will be processed in accordance with reference (f). Personnel desiring to submit a claim must contact the Navy Legal Service Office, Naples, Italy, which is located on the second floor of Edilizia II, Building 57, Agnano.

8. Facility Location. The Personal Property Shipping Office is located in the basement of Edilizia II, Building 57 (behind the American Hotel).


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